

# List Reports (ODSE)

Step-by-Step

# Your MISSION

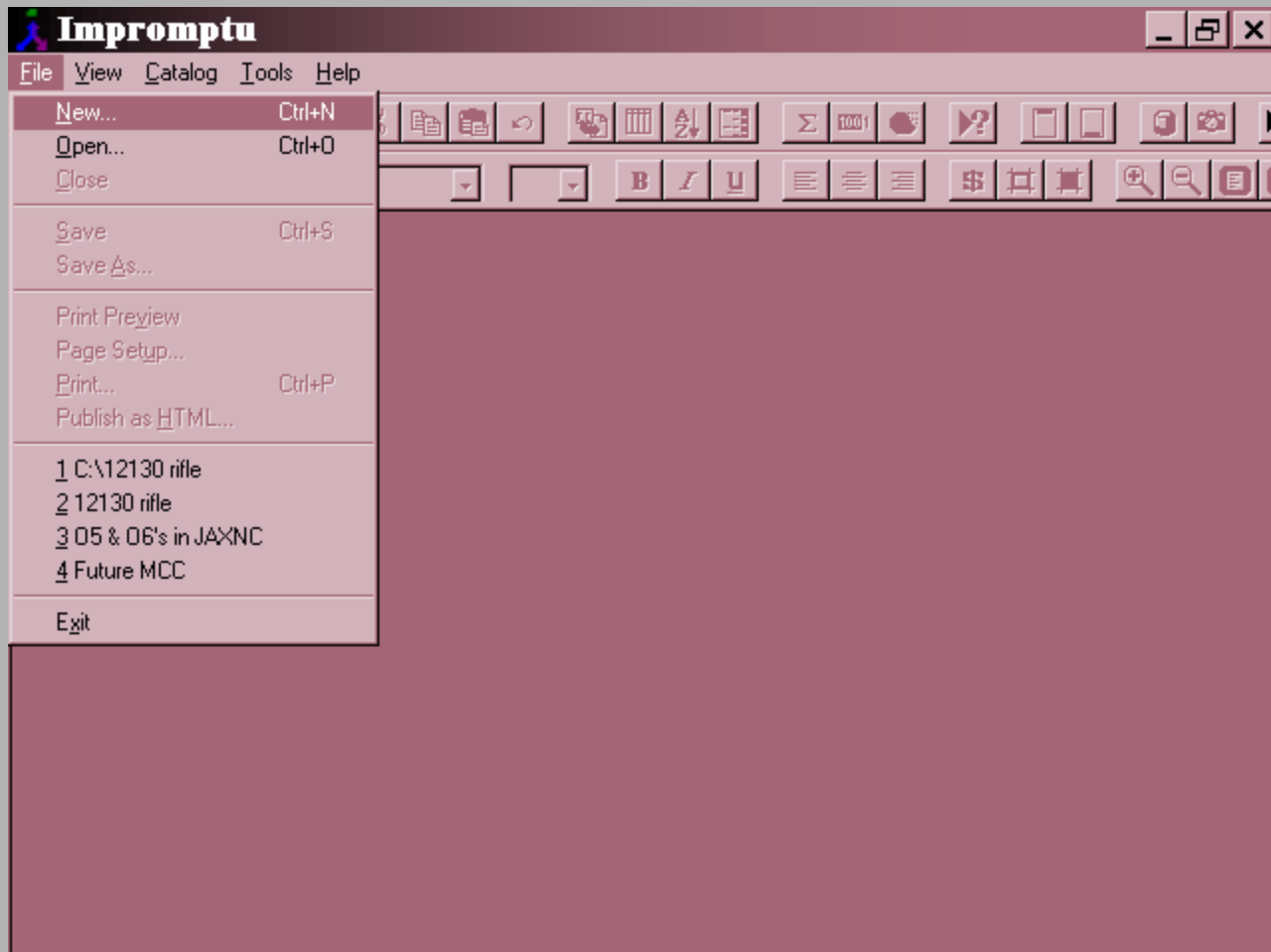
You have just been tasked with providing a report of all E-6's within the RUC 36000.

The following handout will guide you through the steps to accomplish this mission.

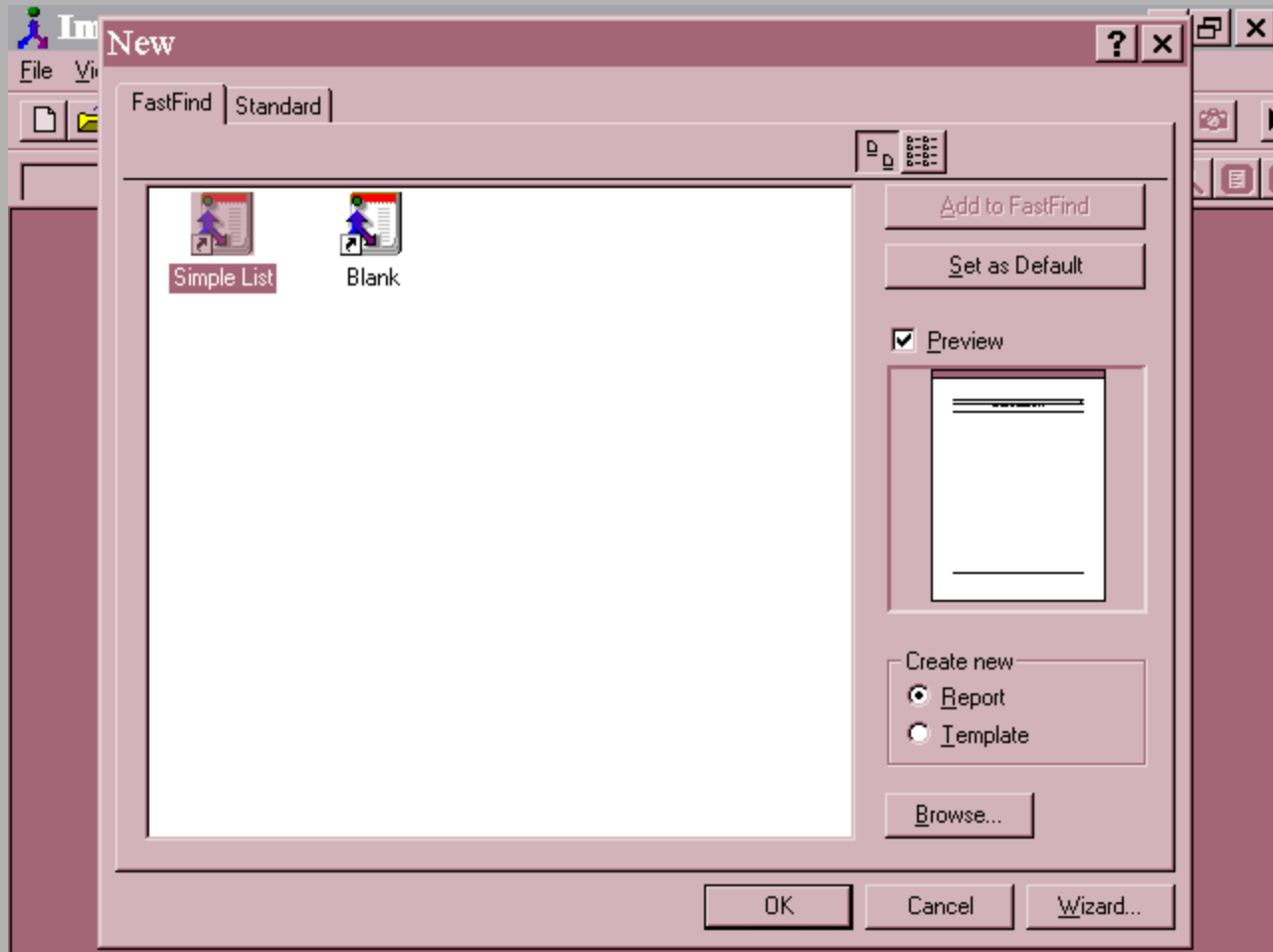
From your desktop, double-click on your OD SMARTS Icon.

# This is the screen that will appear.

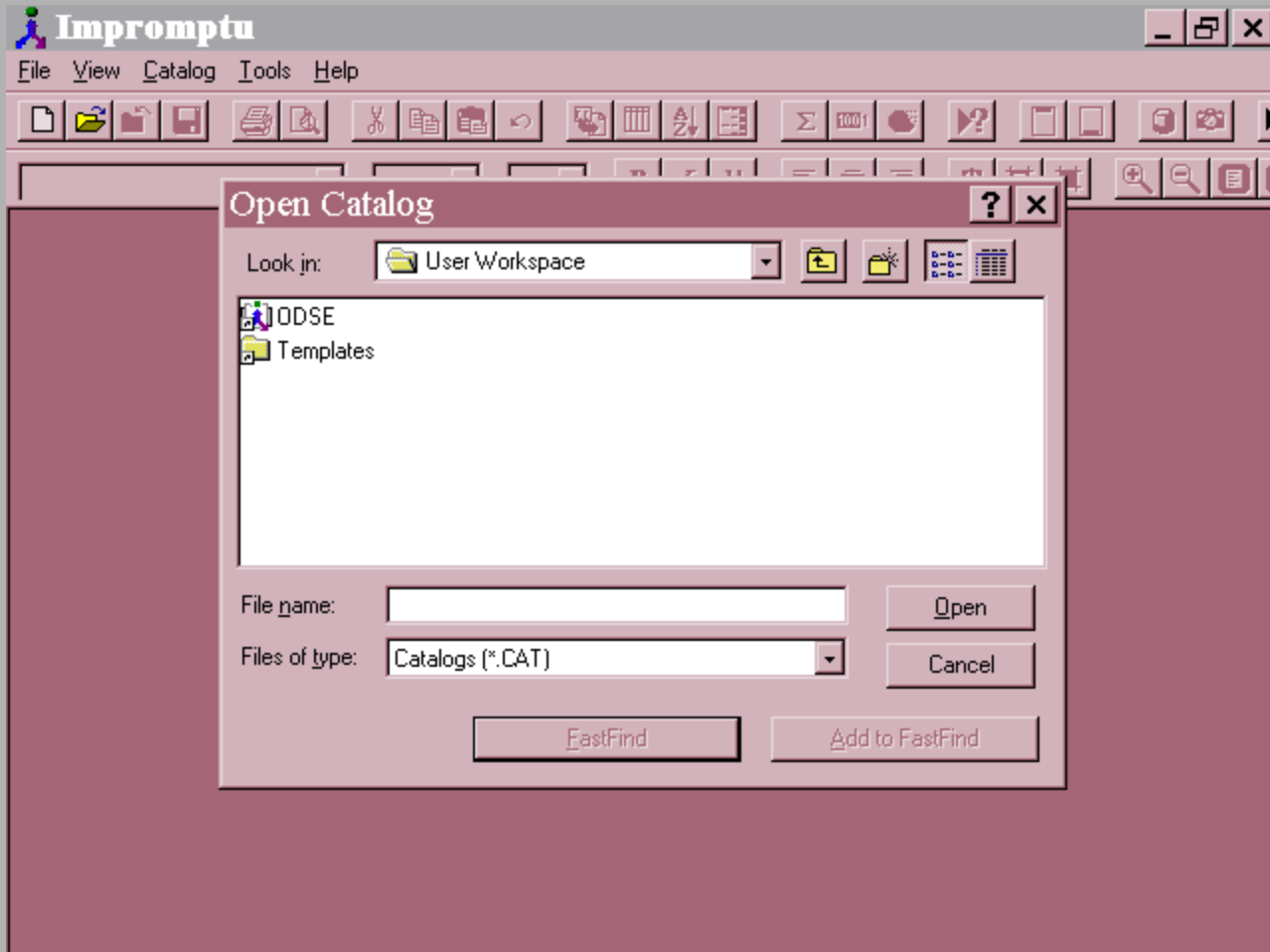




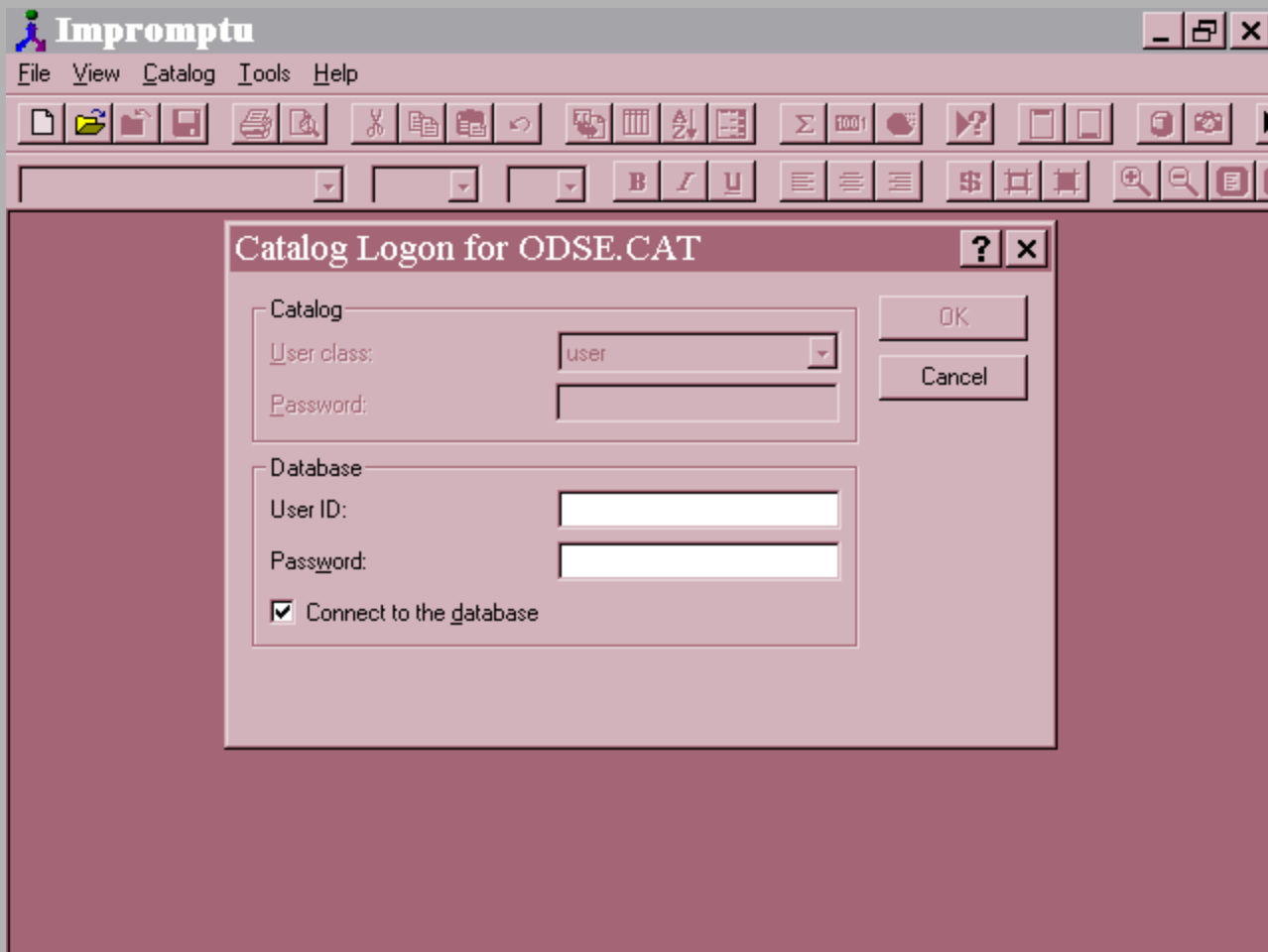
**On the IMPROMPTU screen, click on FILE → NE**



**When the NEW box appears, SIMPLE LIST will be Lighted already. Click OK.**

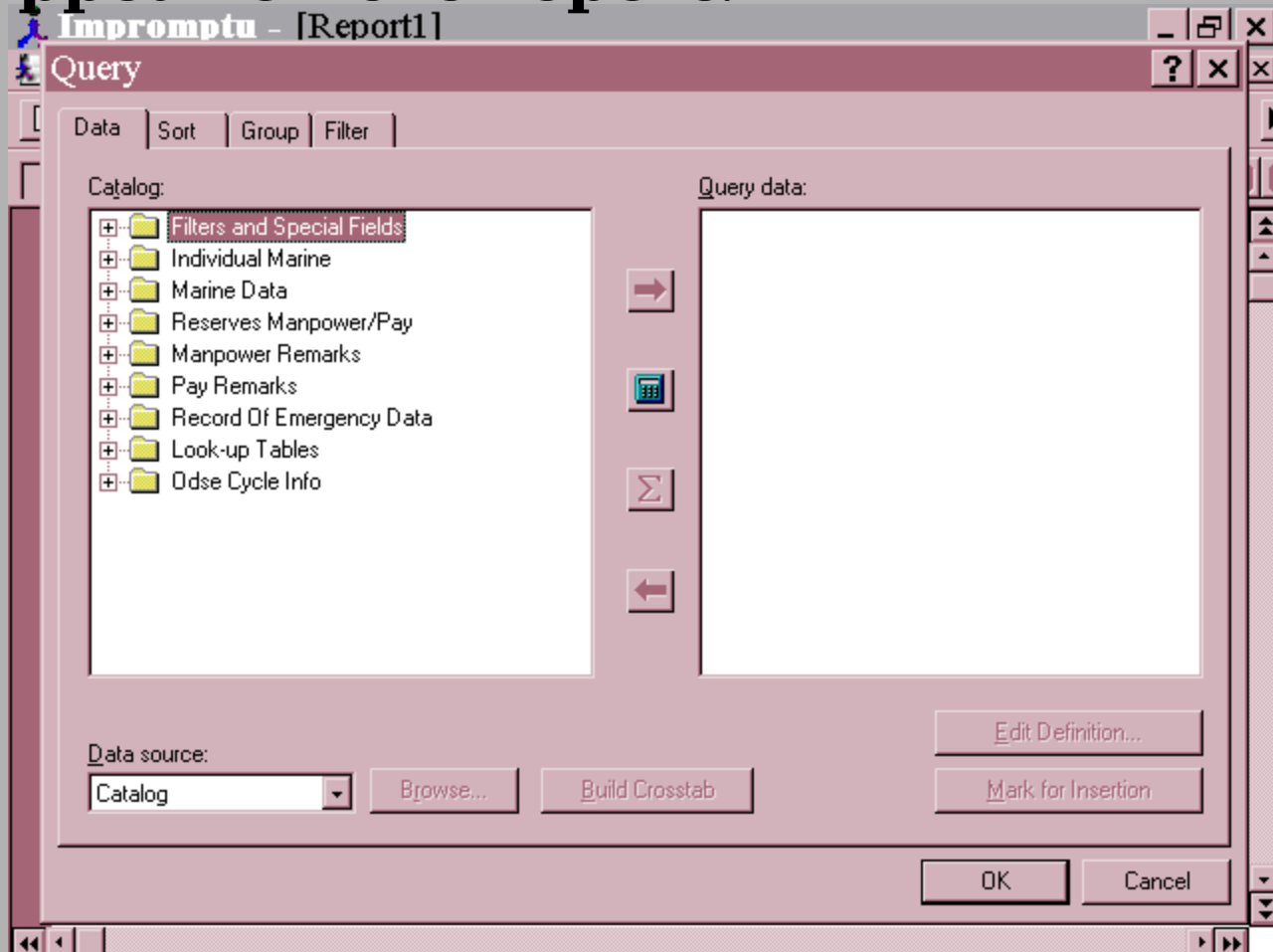


**When the OPEN CATALOG box appears, find the ODS  
When you click it (ODSE) it will move to the File Nam  
Click on OPEN.**



**Input your USER ID and password**

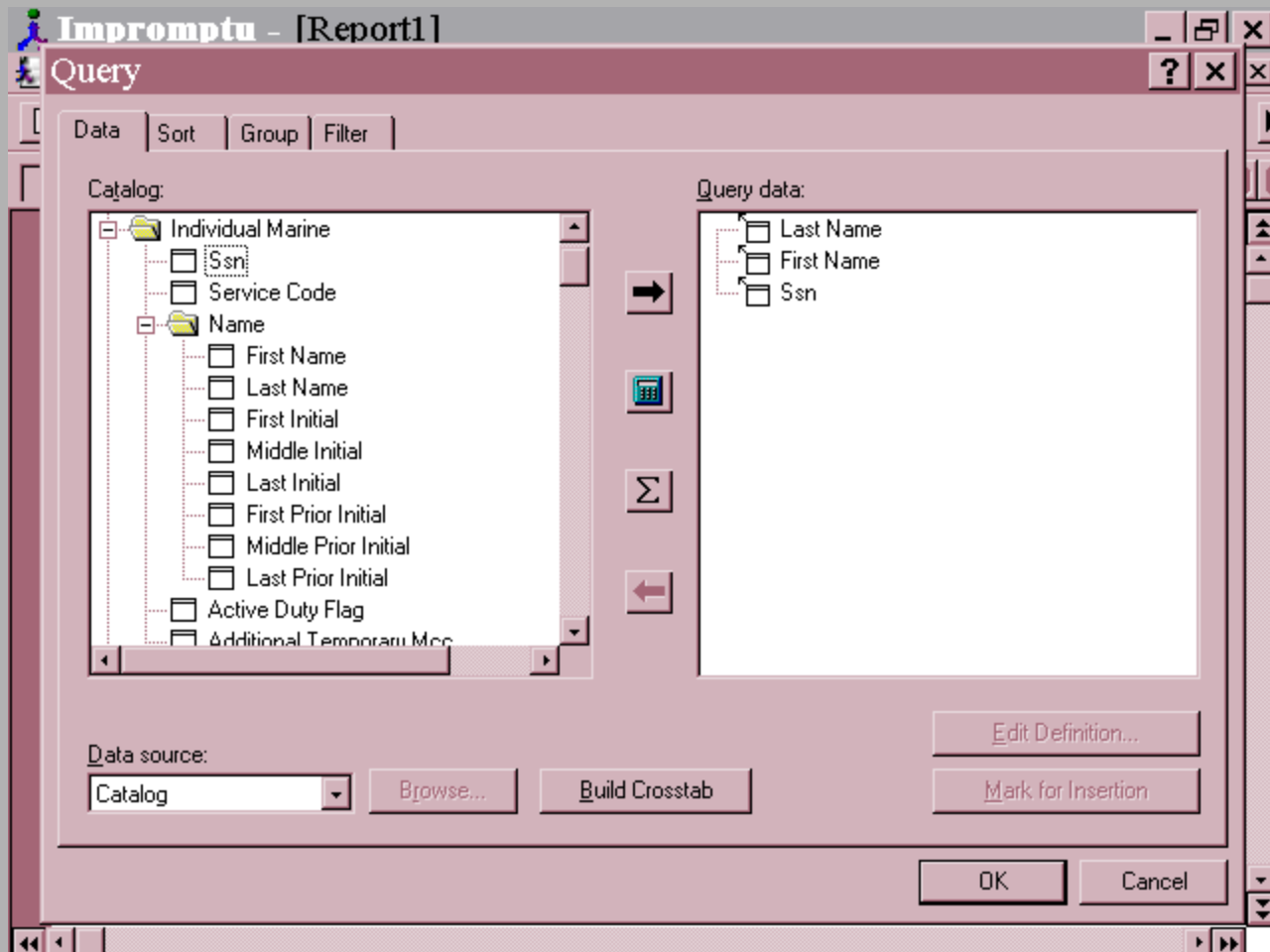
**The query will appear. The query is broken into 4 TABS (DATA ; SORT ; GROUP ; FILTER). The DATA tab will show the fields you want to appear on the report.**



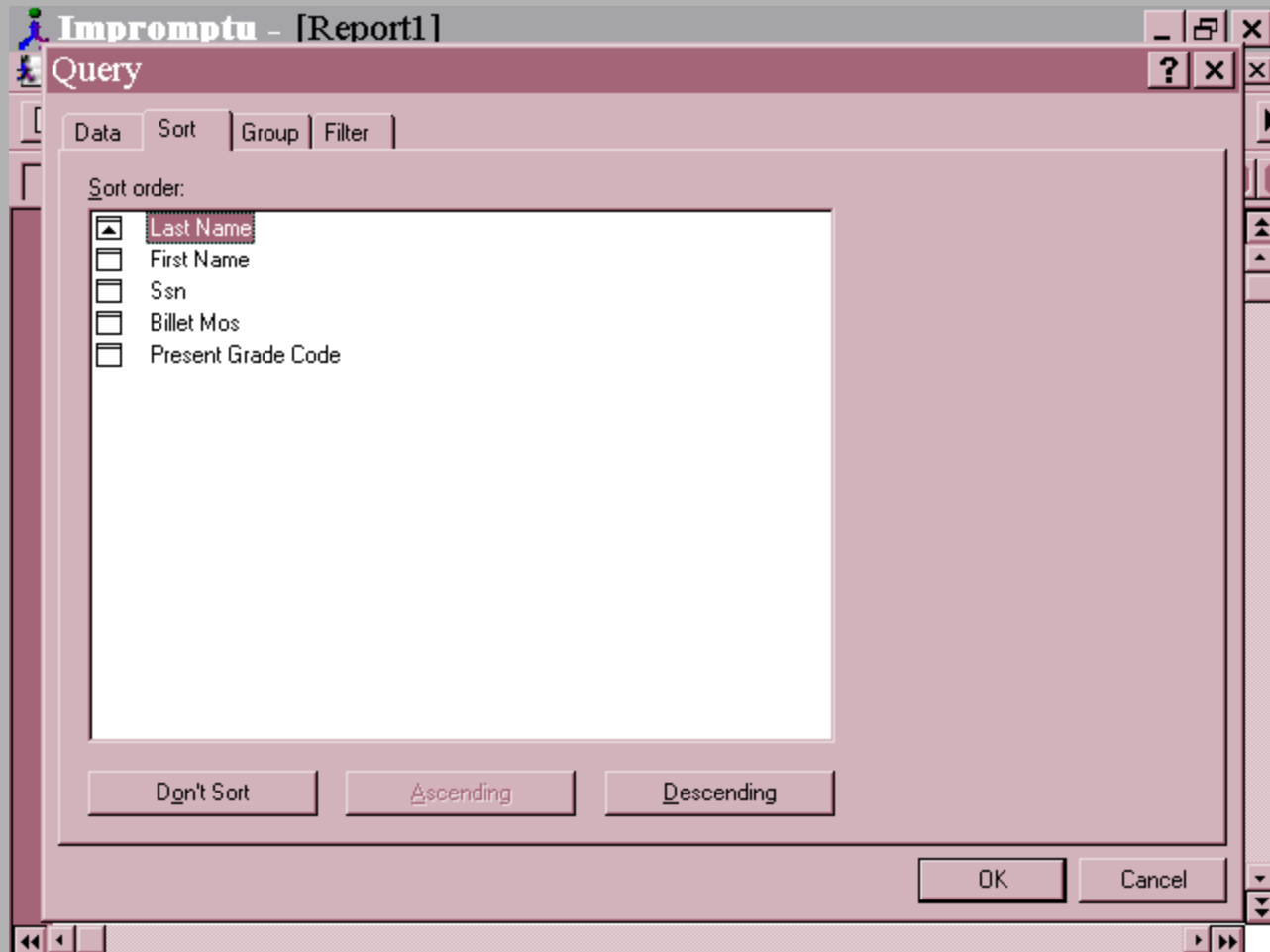
**To view the different fields available, click on the folder icon and expand the list.**



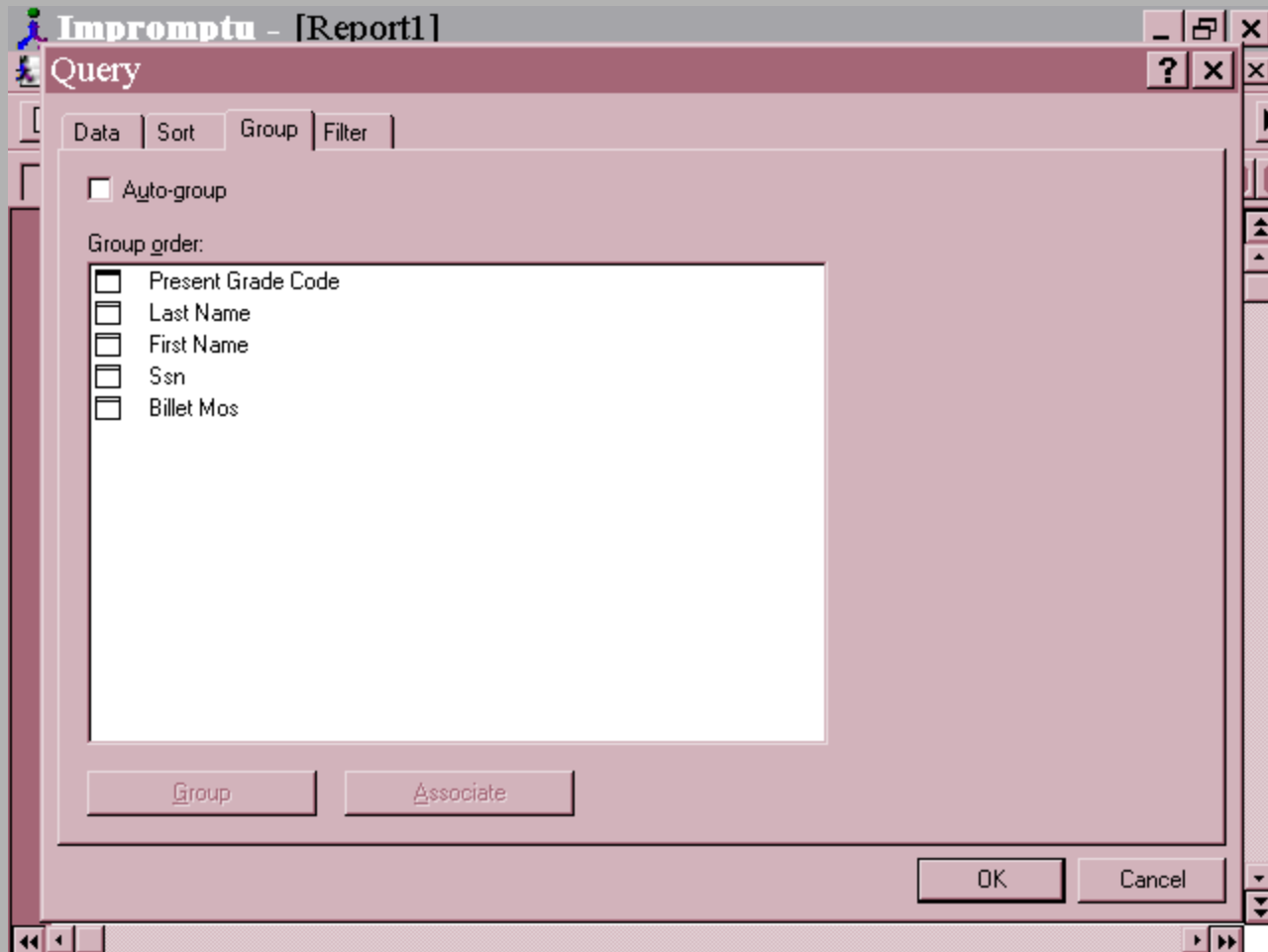
**Double click on the fields you want on your report appear in the QUERY DATA box.**



**Once you have all the fields that you want on your report on the SORT tab.**

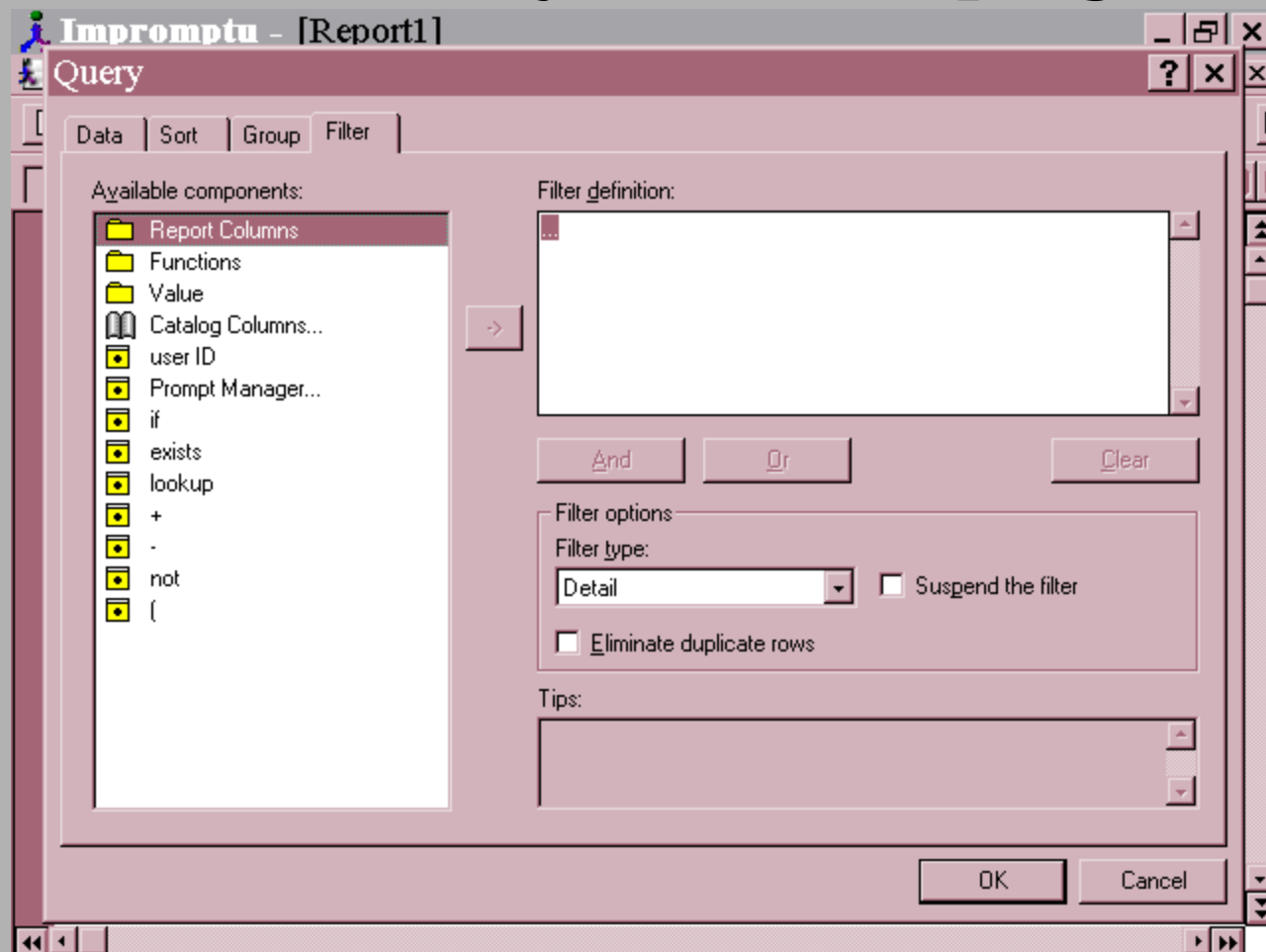


**All the fields from the QUERY DATA box will appear in the Sort tab. Double click on the field you want to sort by. It will move to the top of the list and a triangle will appear in the box. After you have chosen your SORT order, click on the GROUP TAB.**

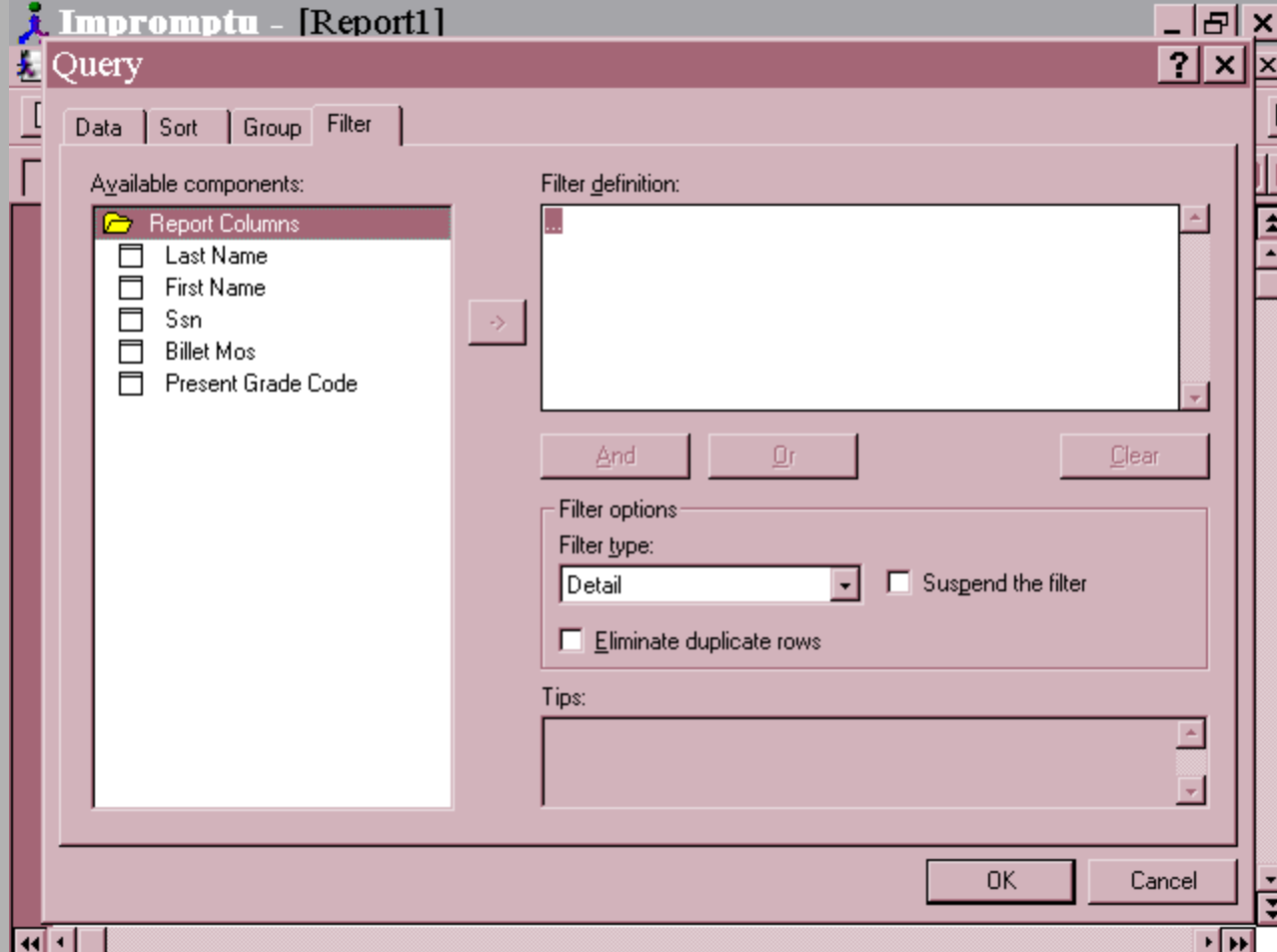


**Double click on the field you want to GROUP. The field moves to the top of the list and the square next to the field has a dark black line across the top. You do not have to**

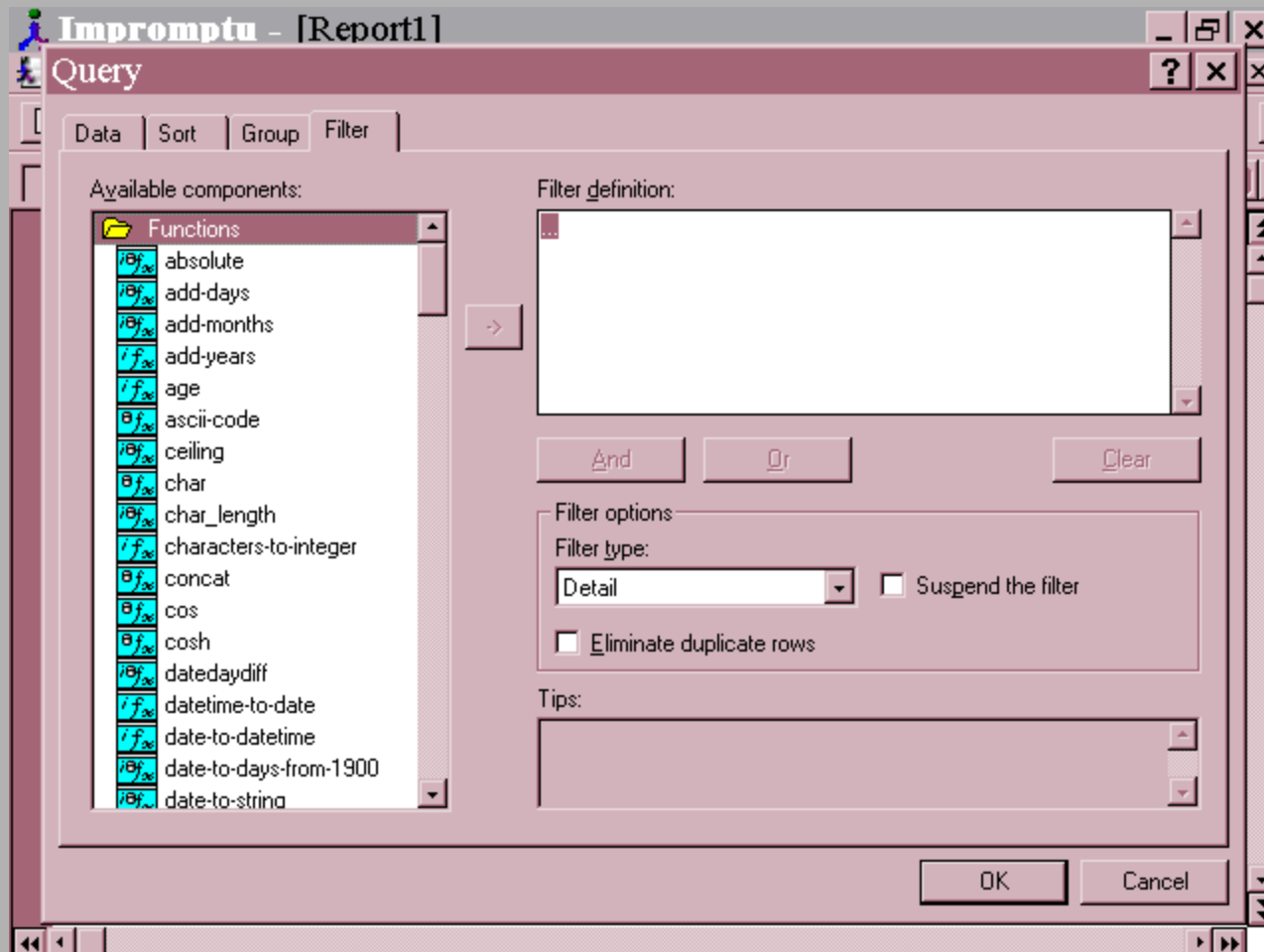
**The FILTER is where you tell the program what it should**



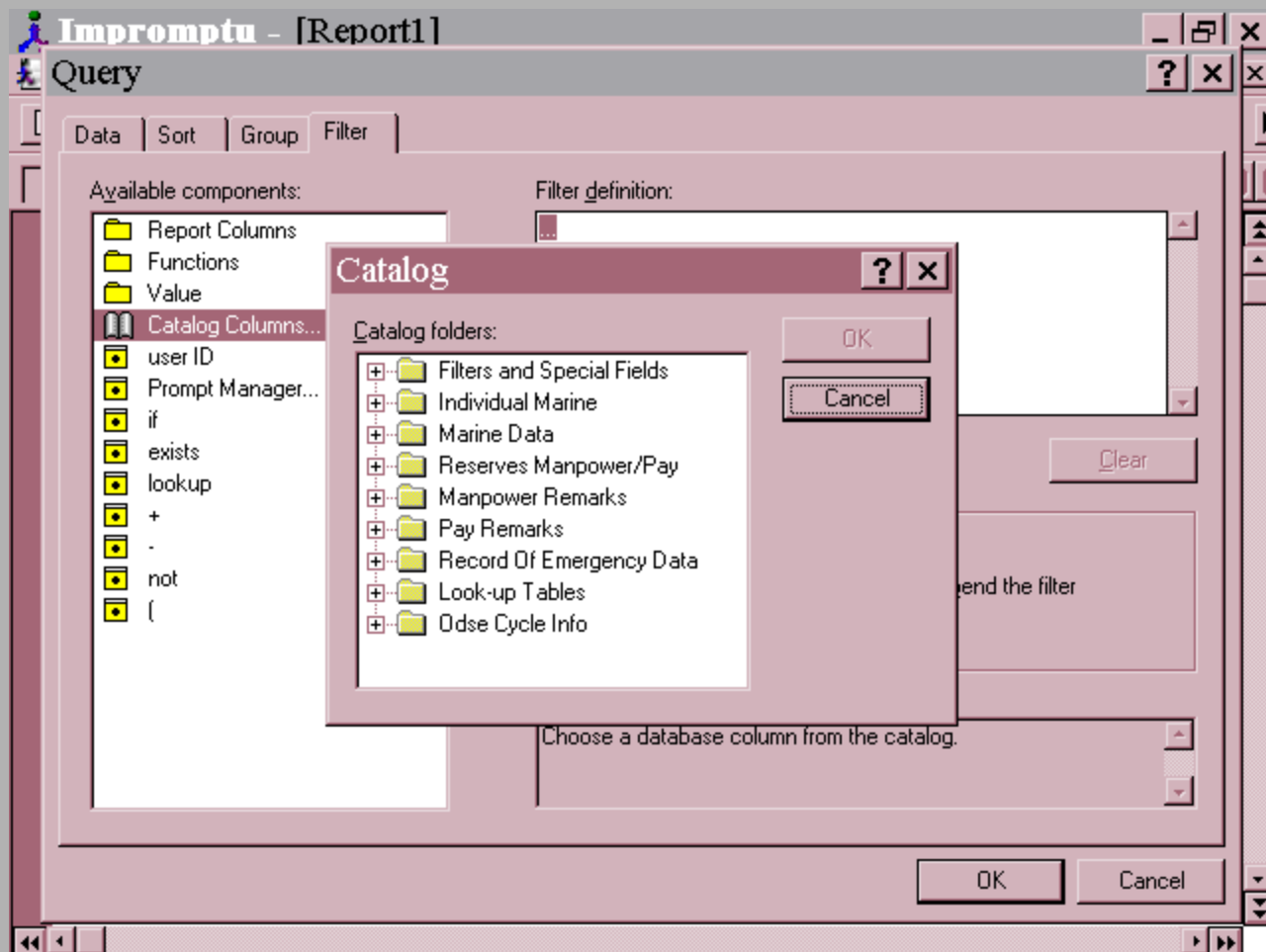
**There are several Available Components within the  
We will look at REPORT COLUMNS ; FUNCTIONS ; VA  
CATALOG COLUMNS.**



**The REPORT Column will display all of the field that is requested in the DATA Query.**

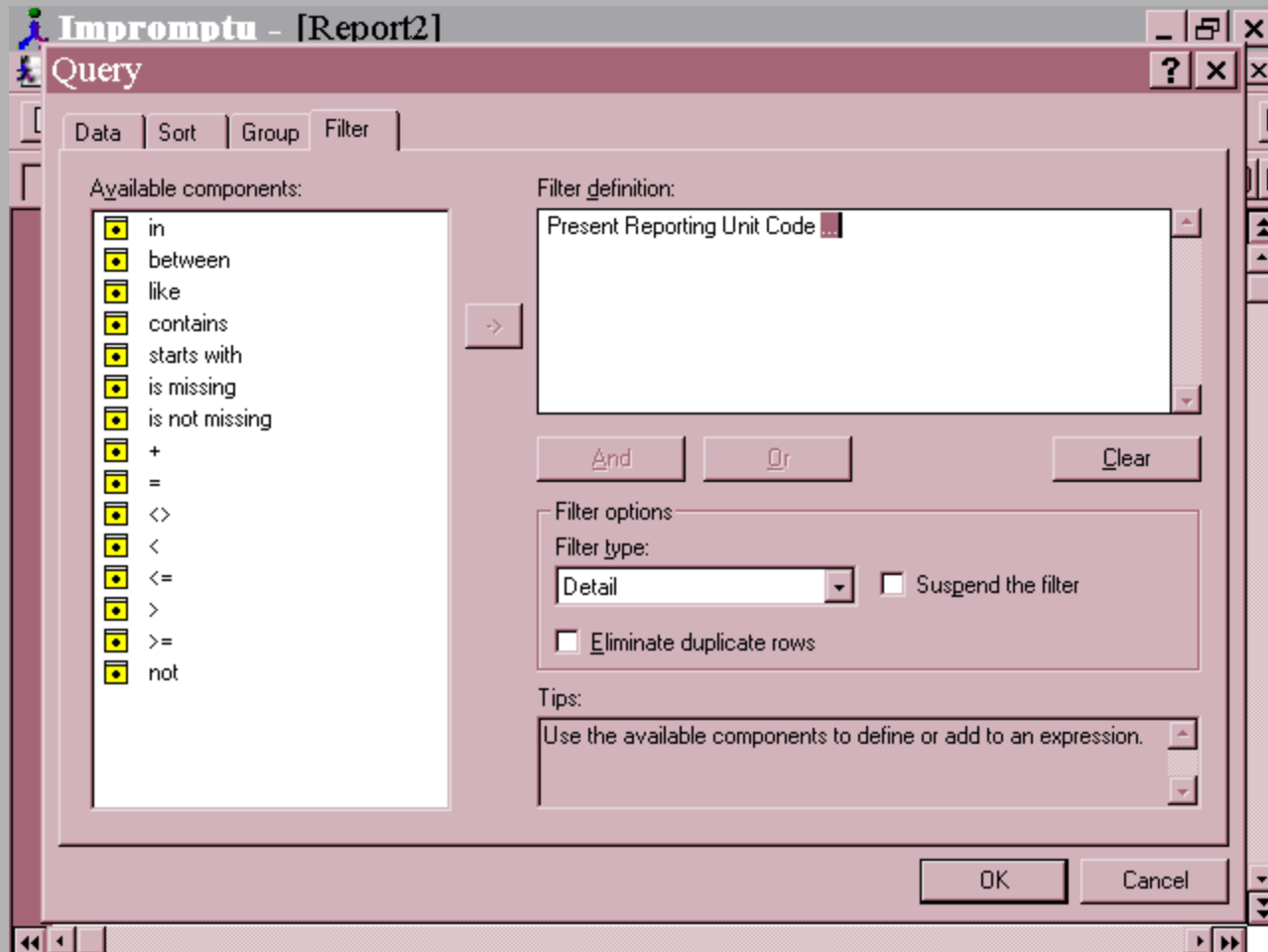


**Functions are pre-defined formulas that you can use on a data item. EXAMPLE if you wanted a Date of Birth filter, only wanted the personnel born in September, use the MONTH (Date of Birth) = "9"**



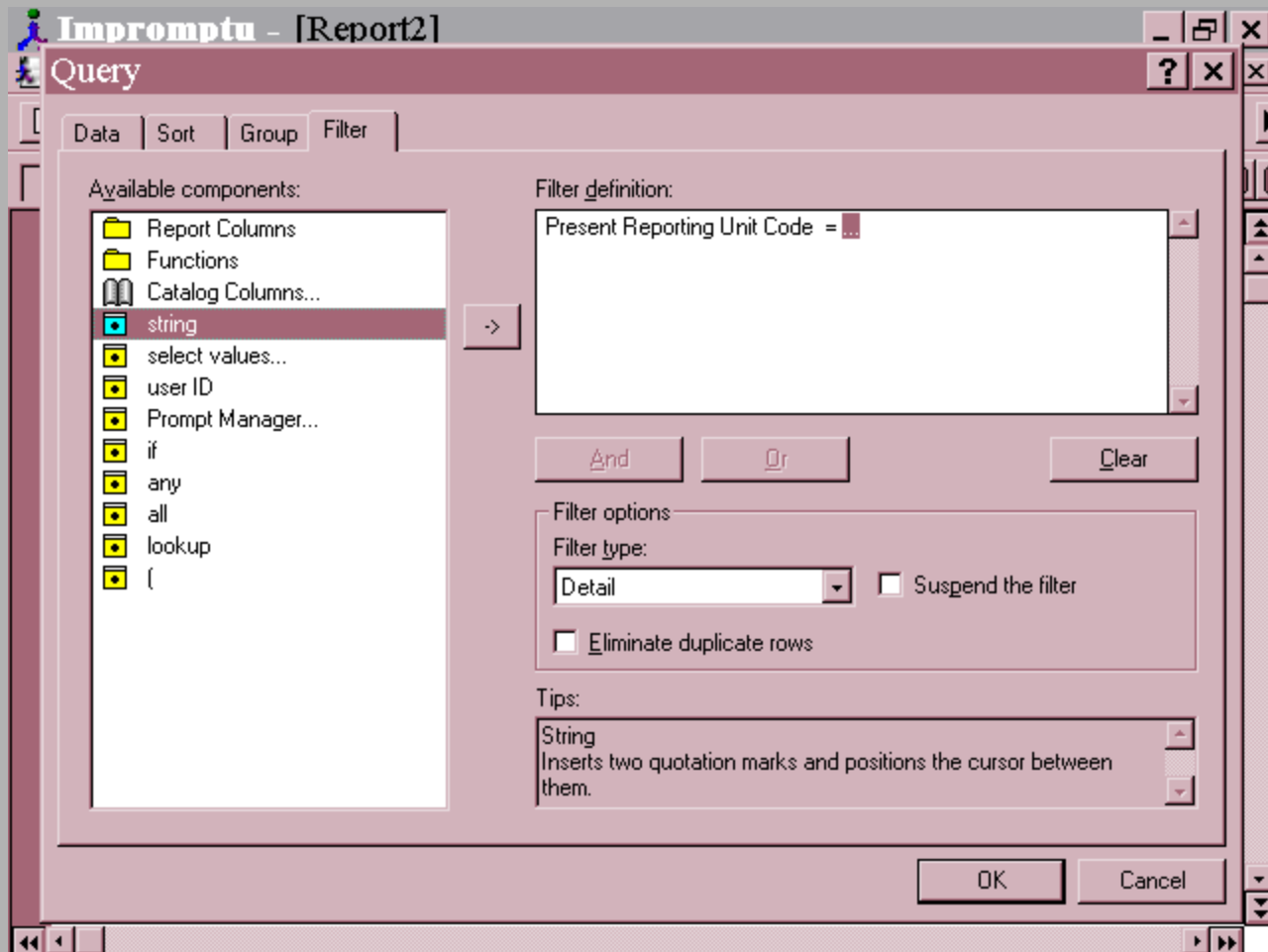
**When you want to filter with a field not listed in the  
use Catalog Column (a listing of the original folder**

**The components listed below are the most important. They tell the program the ACTION to take.**

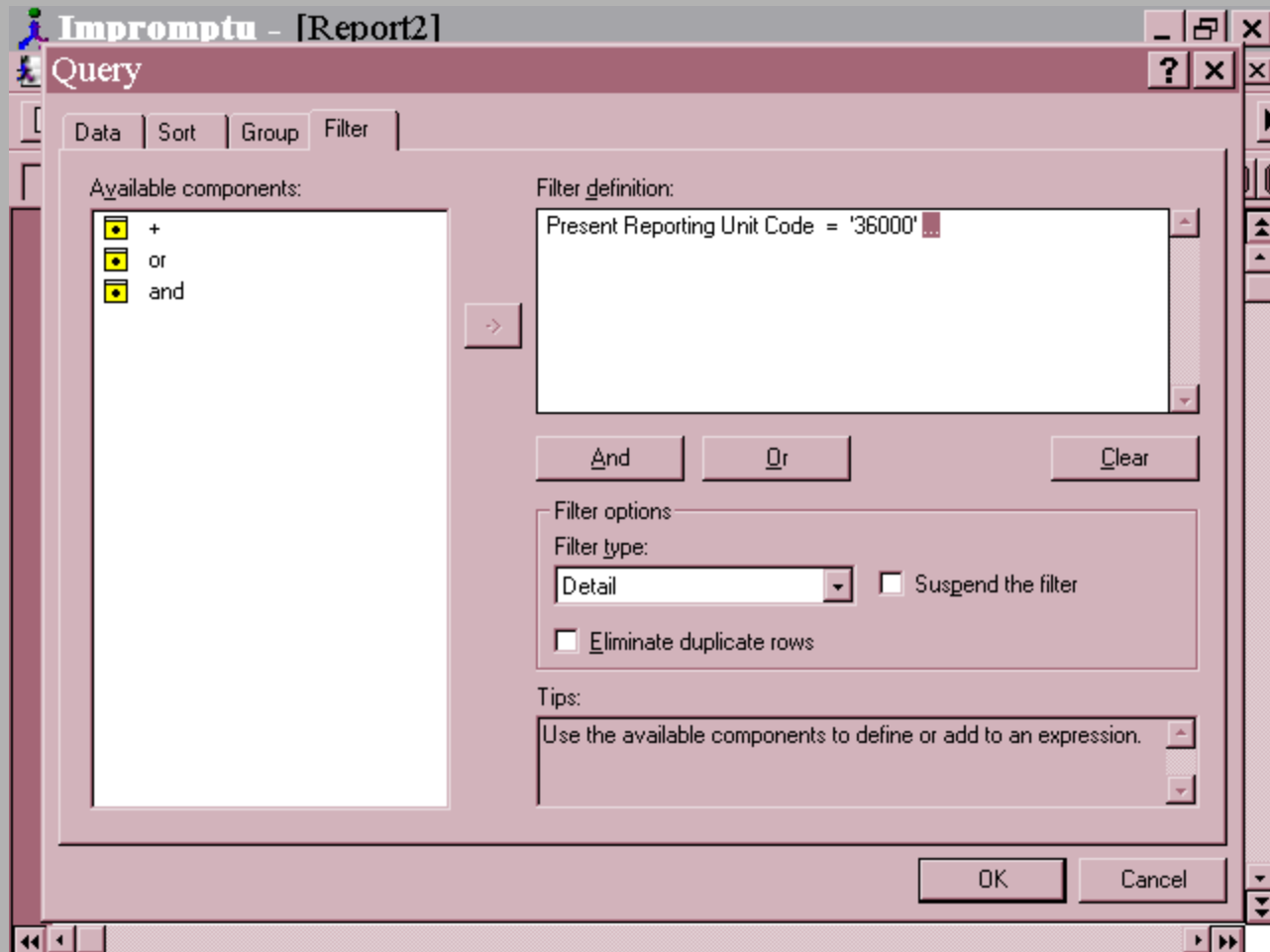


**‘in’ and ‘not in’ are used mostly when the field that you want, is equal to more than one thing (EXAMPLE: You are looking for Marines in RUCs 00036, 00012 &**

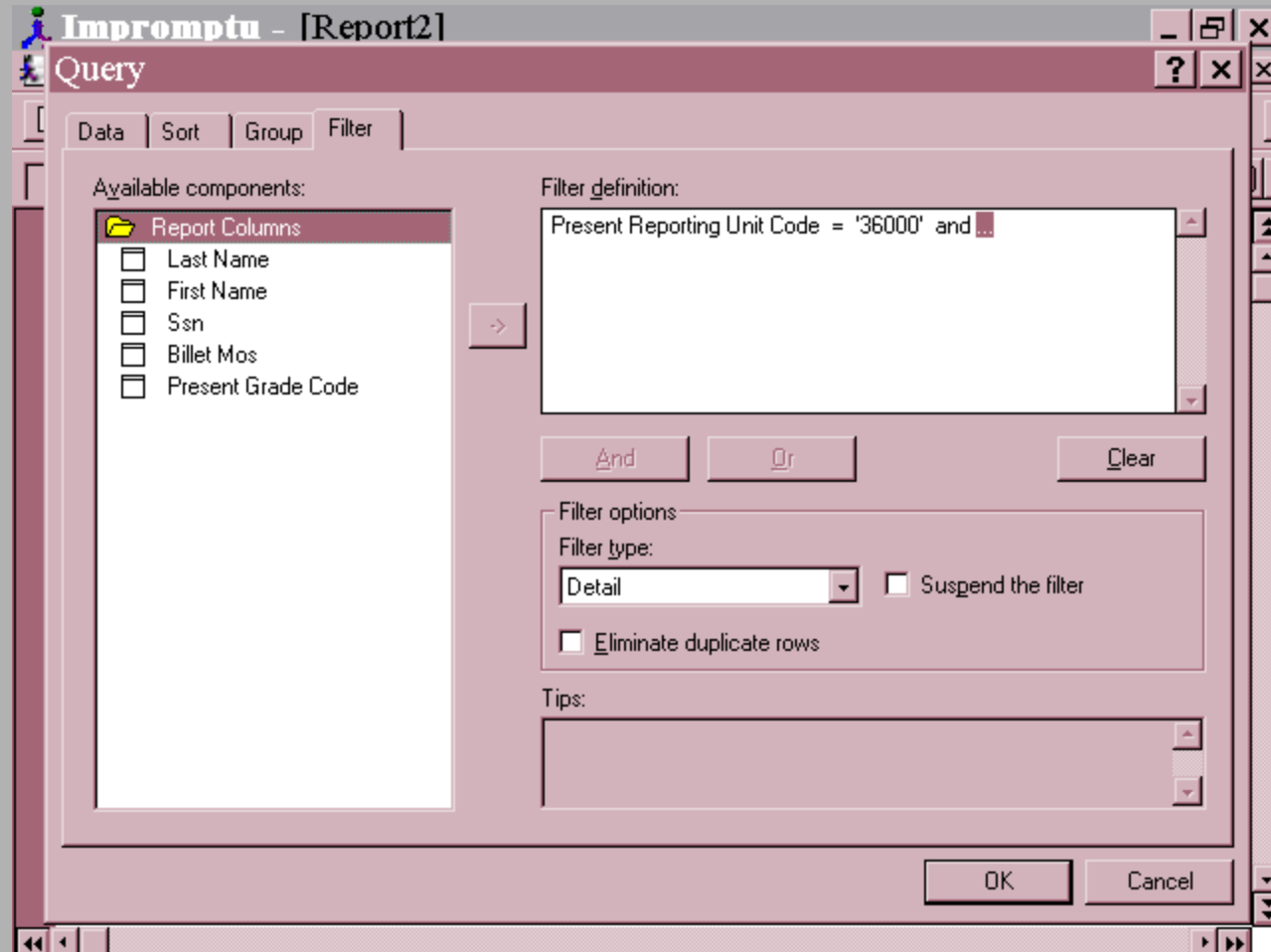




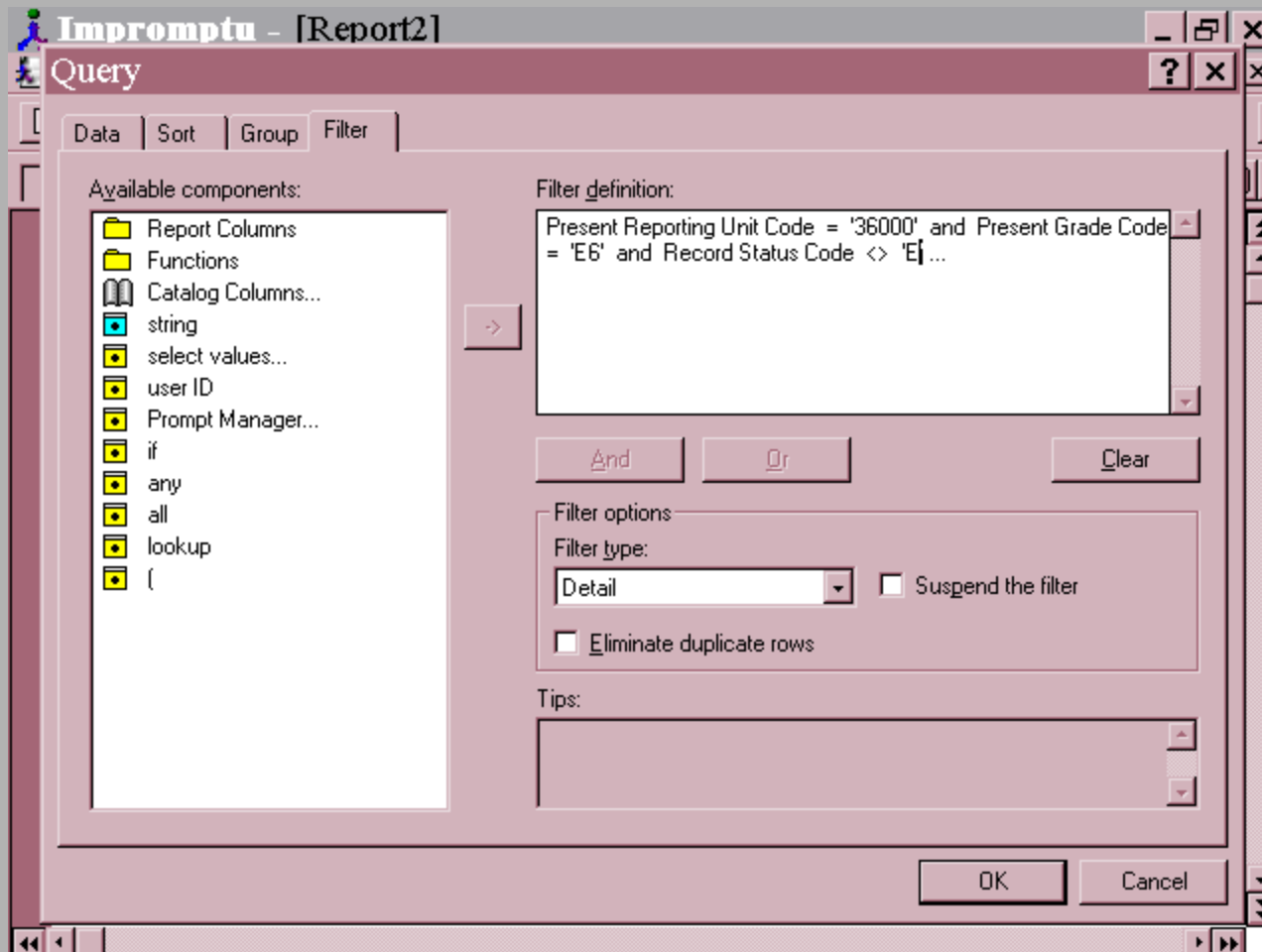
**The string is often used when you want to input the data inside the quotations. When it is input the ENTER key to get outside of the string.**



**AND** is mostly used to connect expressions but **OR** can be used to connect expressions. It is not a good idea to use OR because it confuses the programmer by making them believe that it wants all members in either status (which is not what you want from the program).

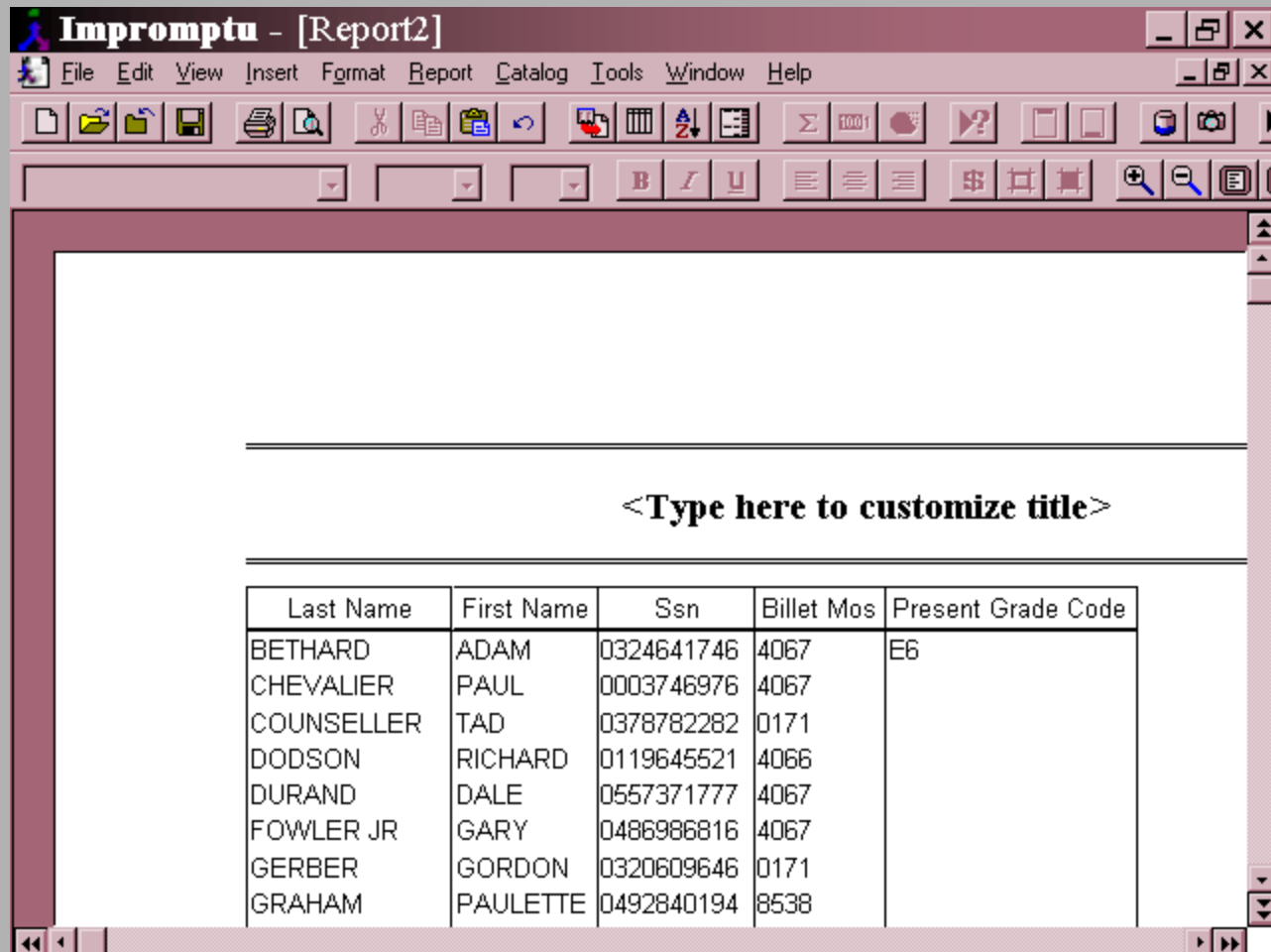


After double clicking on AND or OR you will simply add y  
Expression from your available components.



When in ODSE, the last expression is very important: **RECORD STATUS CODE <> 'E'**. This tells the program to look for Marines who are not in a separated status on the active

***CHECK ALL YOUR INFORMATION BEFORE PRESSING ENTER.***



**You will need to edit your report headers once you get it. This is done by simply double clicking on the header you would like to change. EXAMPLE: Billet Mos should be changed to BilMos and Present Grade Code should be changed to Grade. Also to give a Title to your report double click where it states "<Type here to customize title>" and then**

**Impromptu - [Report2]**

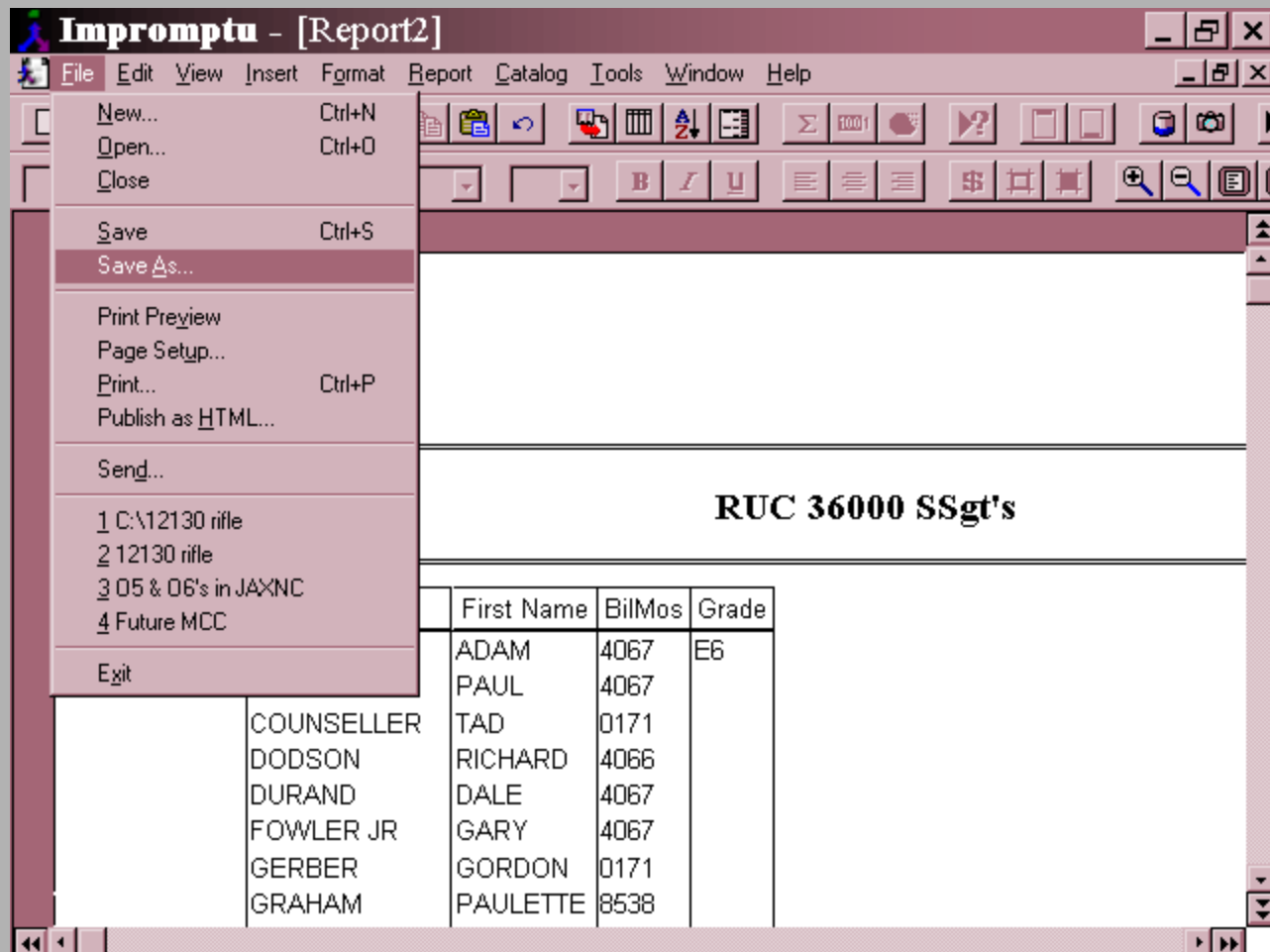
File Edit View Insert Format Report Catalog Tools Window Help

Save

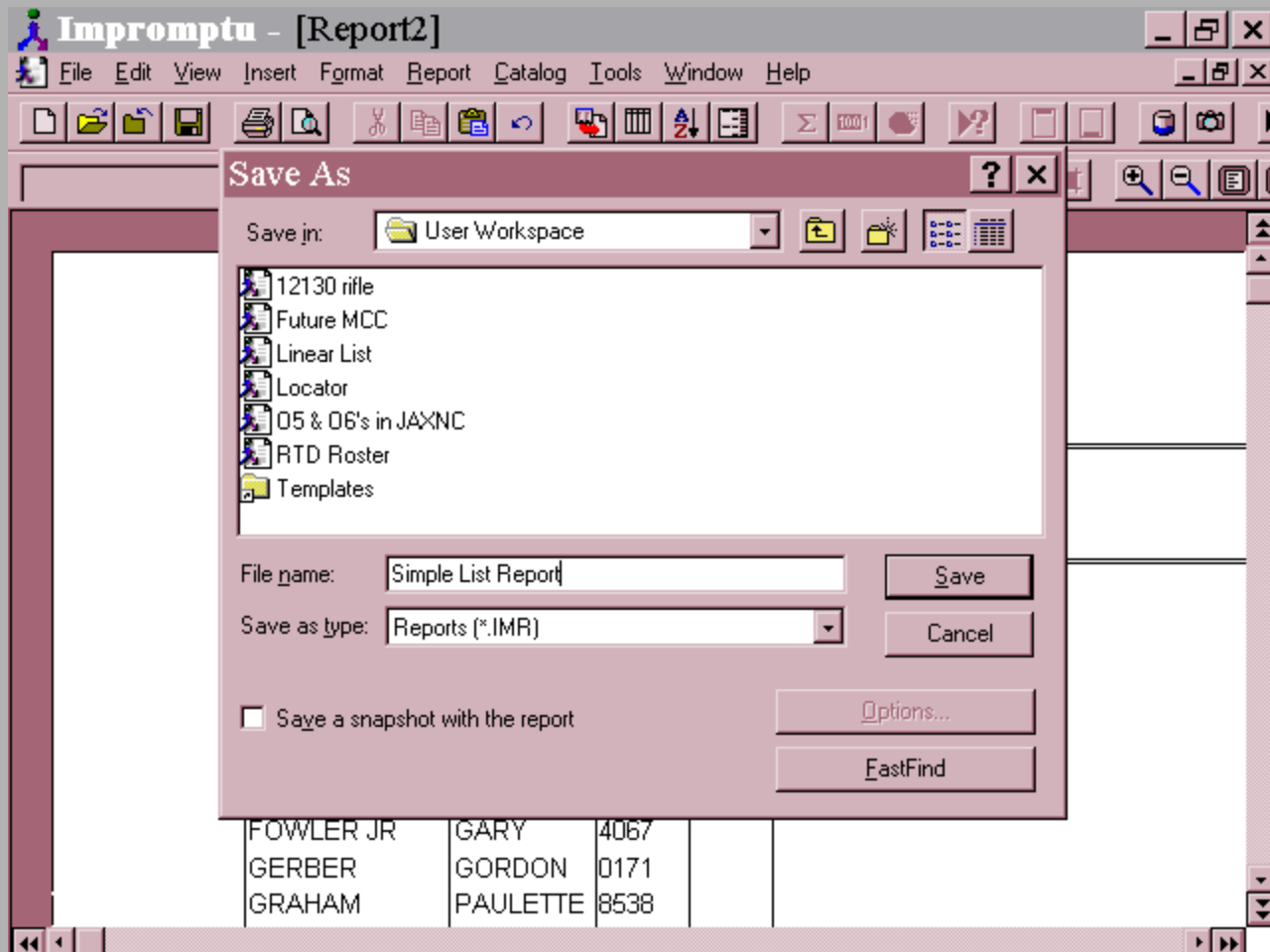
**RUC 36000 SSgt's**

Last Name	First Name	BilMos	Grade
BETHARD	ADAM	4067	E6
CHEVALIER	PAUL	4067	
COUNSELLER	TAD	0171	
DODSON	RICHARD	4066	
DURAND	DALE	4067	
FOWLER JR	GARY	4067	
GERBER	GORDON	0171	
GRAHAM	PAULETTE	8538	

**Your report should look similar to this, if you notice the SSN column is not showing up on this report anymore. To delete a column from the report simply place the cursor on the header until**



To save the report, simply click on **FILE → SAVE**



**Give the report the desired name and now you have it saved. Next time someone requests the same information.**